



May 11, 2015

**KANSAS BULLETIN NO. KS360-15-11**

**SUBJECT: PER—Training Needs Inventory**

**Action required by:** June 19, 2015

**Purpose:** To provide input on training needs

**Expiration Date:** September 30, 2016

The National Employee Development Center (NEDC) is requesting submission of projected training needs for fiscal year (FY) 2016.

To complete this task, each area and state office staff will complete the attached training needs inventory (TNI) template and return it to Shawna Carter by **June 19, 2016**. The template should be reflective of current bona fide needs for FY2016, based on career development and job duties. Please list the employee's name and location.

The courses listed have been compiled by NEDC, so please consider only these courses in your response. Submission of the TNI does not guarantee an employee will be enrolled in the selected courses. This is a preliminary document that will be used by NEDC to determine FY2016 course offerings. The state training plan will be developed at a later date.

**Contact:** Shawna Carter, [shawna.carter@ks.usda.gov](mailto:shawna.carter@ks.usda.gov), 785-823-4513

*(signed)*

ERIC B. BANKS  
State Conservationist

Attachment

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